



Anguilla Community College

Vacancy - Chef de Partie/ Trainer

The Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of Chef de Partie - Trainer. The appointment for the position is expected to take effect from **1 July 2024**.

The job carries the responsibility of managing and utilizing the kitchen and dining room of the Hospitality *Institute*, to the highest health and safety standards, for the education and skills training of students and other trainees enrolled in the Division's food and beverage courses, seminars and workshops. The job also has the responsibility of developing and operating Zenaida Café as a for profit restaurant, bar and catering venture, as well as a practical food and beverage teaching unit.

Key functions of the position are:

1. Direct, control and manage the Hospitality *Institute's food preparation and food service areas* to maximize *their* use as teaching facilities and as a commercial restaurant and catering venture.
2. Oversee the maintenance of the kitchen and cafeteria facilities and ensure that said are kept in a good state of repair and clean working condition at all times.
3. Ensure that the highest globally accepted health and safety standards are put into practice in operating the kitchen and cafeteria.
4. Run Zenaida Café as a profit making restaurant and catering business of the ACC.
5. Teach and train Hospitality *Institute* students and other trainees in culinary and beverage arts and skills.
6. Advise and counsel hospitality studies students *in relation to available programmes*.

Personal and Professional Requirements

The Chef-de-Partie should be a skilled organizer, trained and competent in running restaurant and catering operations. The officeholder should be highly motivated and hard-working; highly skilled and professional in food and beverage production and culinary operations; innovative and entrepreneurial. The incumbent also should be competent in written and oral communication, and possess basic skills and understanding of restaurant bookkeeping and the use of online and computerized restaurant financial information systems and software. Knowledge and skills should also be possessed in advertising, sales and marketing and in customer care.

The desired knowledge, skills and abilities are normally obtained with the acquisition of a Bachelor's degree in hotel and restaurant (hospitality)/culinary management, together with basic teacher training

and at least four years experience of which two should be in the hospitality services industry and two in a similar or related job.

Remuneration

EC\$105,336 per annum

Applications

All applications should be addressed to:

President
c/o Human Resource Manager
The Valley
Anguilla
Email: bernice.edwards@acc.edu.ai
Telephone: (264) 498-8395/497-2538
Office Hours 8.30 am to 4.30 pm Monday to Friday

Applications should be received by **22 April 2024**. The application should include: -

1. A letter of interest specifically addressing the applicant's background in relationship to qualifications described (not more than three pages);
2. A current résumé (or curriculum vitae);
3. Certified copies of educational qualifications; and
4. The names of three professional references (one of which should be from a current supervisor) with each referee's position, office or home address, e-mail address, and telephone numbers.

For additional information about the College and for a complete job description, please send your request to Bernice.Edwards@acc.edu.ai or info@acc.edu.ai

ANGUILLA COMMUNITY COLLEGE

JOB DESCRIPTION – 1: MANAGEMENT AND PROFESSIONAL JOBS

JOB TITLE: CHEF DE PARTIE - TRAINER

DEPARTMENT

ACADEMIC STUDIES

DIVISION

HOSPITALITY STUDIES

SECTION/UNIT

KITCHEN-CAFETERIA/ZENAIDA CAFE

TITLE OF IMMEDIATE SUPERVISOR

DIRECTOR OF HOSPITALITY STUDIES

1. MANDATE

Manage and utilize the kitchen and dining room of the Hospitality *Institute*, to the highest health and safety standards, for the education and skills training of students and other trainees enrolled in the Division’s food and beverage courses, seminars and workshops.

Develop and operate Zenaida Café as a for profit restaurant, bar and catering venture, as well as a practical food and beverage teaching unit.

Train Hospitality Studies students in the basic knowledge and skills of food and beverage operations, in accordance with the Division’s food and beverage curricula and courses.

2. KEY FUNCTIONS

1. To direct, control and manage the Hospitality *Institute’s food preparation and food service areas* to maximize *their* use as teaching facilities and as a commercial restaurant and catering venture.
2. To oversee the maintenance of the kitchen and cafeteria facilities and ensure that said are kept in a good state of repair and clean working condition at all times.
3. To ensure that the highest globally accepted health and safety standards are put into practice in operating the kitchen and cafeteria.

4. To run Zenaida Café as a profit making restaurant and catering business of the ACC.
5. To teach and train Hospitality *Institute* students and other trainees in culinary and beverage arts and skills.
6. Advise and counsel hospitality studies students *in relation to available programmes*.

3. KEY DUTIES

1. Control, manage and maintain the Hospitality *Institute's food preparation and food service areas*.
2. Prepare all bills for catering jobs provided to customers of Zenaida Café.
3. Teach *designated* food and beverage *courses* and other approved courses, workshops and seminars as assigned by the Director of Hospitality Studies.
4. Supervise all Zenaida Café kitchen and other staff employed in restaurant and bar and catering operations.
5. Prepare lesson plans and classroom work and deliver same to students.
6. Prepare mise-en-place as required for current service and as advance preparation.
7. Organize and manage the catering operations of Zenaida Café.
8. Consult with catering customers and agree on their catering requirements.
9. Organize all purchasing for catering and food preparation classes.
10. Prepare quotations for catering clients on request.
11. Plan and execute catering for College events and social functions.
12. Assess and test students and to this end prepare, administer, and grade written and practical assignments and tests, monitor students' progress, prepare and submit assessment reports.
13. Plan and execute advertising, marketing and sales programmes for Zenaida Café.
14. Communicate with and make recommendations to the Director of Hospitality Studies on the expenditure estimates for the kitchen and cafeteria for teaching purposes, as well as the revenue and expenditure estimates for the operations of Zenaida Café.
15. Implement and maintain the highest globally accepted standards and best practices in food hygiene, sanitation and safety and teach these standards to hospitality students.
16. Prepare menus and other schedules for food production.
17. *Coordinate* the organization of the food and beverage service operations in the Institute.
18. Participate in the preparation of course content for short term and other hospitality programmes internally developed by the ACC.
19. Train students in the delivery of quick, efficient, courteous service in the cafeteria/bar in accordance with approved standards.
20. Monitor and work with food and beverage tutors to ensure that cooking practices are in accordance with theoretical training.

21. Supervise students as required.
22. Facilitate and assist lecturers in delivering food and beverage instruction as necessary.
23. Ensure the safety and security of *consumables*.
24. *Maintain* the list of inventory of kitchen equipment and supplies.
25. Facilitate the use of the kitchen and other food and beverage areas by tutors, ensuring that they have access to the facilities for evening classes.
26. Plan and organize programmes designed to introduce school age youth to the field of food and beverage careers.
27. Prepare and set up conference room for conferences and seminars.
28. Promote and teach students to use social skills and team work to improve their performance.
29. *Prepare students for local, regional and international food competitions, exhibitions, and festivals.*
30. Perform any other duty as may be required by the job function.

4. KEY RELATIONSHIPS

- 1) Director of Hospitality Studies
- 2) ACC hospitality students
- 3) Zenaida Café's regular catering customers
- 4) Hospitality Studies lecturers/tutors
- 5) Food and beverage suppliers
- 6) Zenaida Café staff
- 7) Finance and Administration Department staff

5. KEY AUTHORITIES

Authorized to:

- Instruct and train students in food and beverage courses.
- Manage and operate Zenaida Café as a for profit venture, particularly its catering services.
- Control and ensure the safety and security of the kitchen and cafeteria and their inventory.
- Arrange and oversee all purchasing for practical instruction and Zenaida Café operations.

6. KEY REPORTS

1. Schemes of work and lesson plans
2. Student assessments reports
3. Annual inventory reports of the kitchen and cafeteria
4. Annual report and accounts of Zenaida Cafe

5. Business plan and budget for Zenaida Café
6. Curriculum content for courses

7. PERFORMANCE PARAMETERS

- Student performance in examinations and other assessment mechanisms
- Volume of business and profitability of Zenaida Café
- Condition of the kitchen and cafeteria and safety and security of stock and inventory.
- Degree of satisfaction of hospitality students and workshop and seminar participants
- Number of customers and degree of satisfaction – cafeteria and catering customers

8. SCOPE OF THE JOB

The job requires the incumbent to teach food and beverage courses, workshops and seminars to hospitality services students and others; manage and operate Zenaida Café as a profit making business unit of the ACC; control and organize the use of the kitchen and cafeteria as a teaching facility and as a commercial restaurant.

9. PERSONAL QUALIFICATIONS

The Chef-de-Partie should be a skilled organizer, trained and competent in running restaurant and catering operations. The officeholder should be highly motivated and hard working; highly skilled and professional in food and beverage production and culinary operations; innovative and entrepreneurial. The incumbent also should be competent in written and oral communication, and possess basic skills and understanding of restaurant bookkeeping and the use of online and computerized restaurant financial information systems and software. Knowledge and skills should also be possessed in advertising, sales and marketing and in customer care.

The desired knowledge, skills and abilities are normally obtained with the acquisition of a Bachelor's degree in hotel and restaurant (hospitality)/culinary management, together with basic teacher training and at least four years experience of which two should be in the hospitality services industry and two in a similar or related job.

This document is intended to reflect those factors considered necessary to describe the principal functions of a job and should not be construed as a detailed description of all work requirements that may be inherent in the job.